

COURSE OF STUDY COMMITTEE

The Course of Study Committee meets multiple times each term to review new course proposals and changes to existing course proposals. Course proposals are most successful in Committee review if they are complete at the time of submission. Remember the following:

- Fill in the Coursework table completely. Click on the green + sign to add more lines to the table. Include the approximate page count for all written work in the chart.
- Make sure there is graded coursework due before the end of week seven. Allow time for grading and providing students with feedback before Friday of week seven.
- Request cross-listing approvals, graduate numbers, and distributional designations at the time of submission.
- Attach a provisional syllabus. The syllabus should include at minimum: course description and objectives, readings, assignments, and grading requirements.
- Participation may be worth no more than 20% of the final grade.

If you have questions about CIM or about submitting proposals to the Course of Study Committee, reach out to your departmental administrator or committee secretary, Beth Baumgartel (beth.baumgartel@yale.edu).

A Course of Study Committee meeting schedule is sent to your DUS at the beginning of each term.